

[Date]

MEMORANDUM

TO: [Contracting Officer Technical Representative's name
and office designation for contracting firm]

FROM: [Contracting Firm's Representative's name and office designation]

SUBJECT: Contractor Training Request

In accordance with contract number [insert contract number*], I hereby request that you approve this training request for the following contractor employees:

Contractor Employee Name(s) FSI Training Course

[List name(s) of employee(s)] [insert course number: title]

The course: is xx is not designated as State-specific.

Contract Authorization

The contract does not specifically authorize this training. However, the contractor employees need to take this training because it is not available outside USG and has been developed by S/CRS-FSI for staff of variety of organizations within USG, including contractors, working in Reconstruction and Stabilization efforts internationally.

() there is training money in the above referenced contract which will pay for course tuition*

() there is NO training money in the above referenced contract; S/CRS will pay for course tuition*

Contracting Officer Technical Representative's Decision

Approved: _____
[Contracting Officer Technical
Representative's Signature] Date

Disapproved: _____
[Contracting Officer Technical
Representative's Signature] Date

